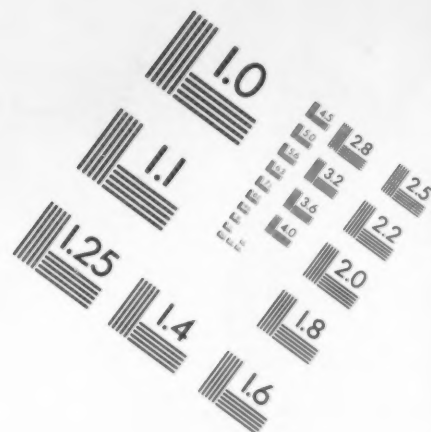
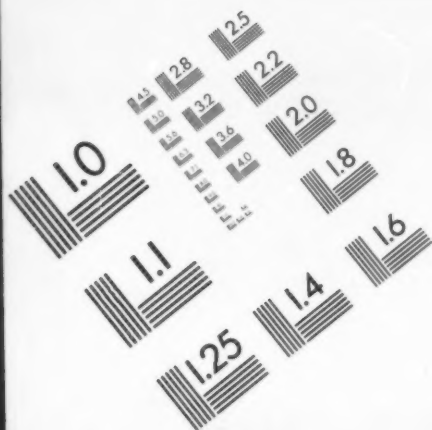


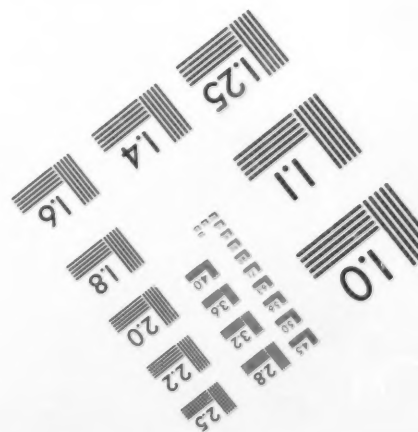
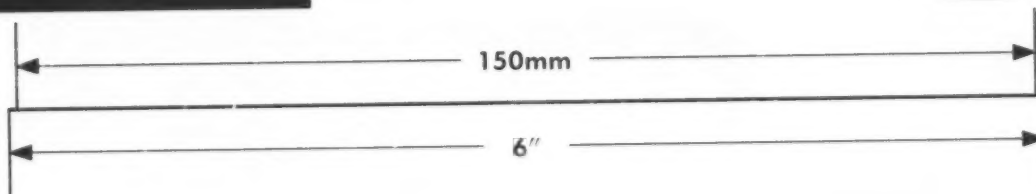
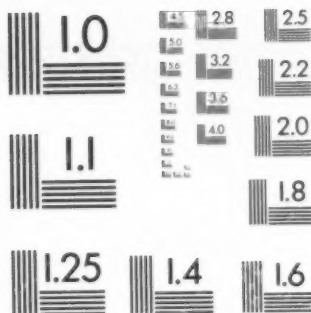
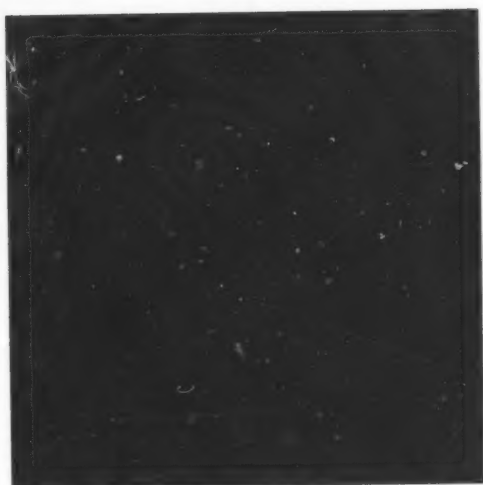
PIONEERS IN METHYLENE BLUE TESTING SINCE 1974



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Secretariat

ST/IC/1994/17
25 April 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: REVISED FORMAT OF SALARY SCALES OF LOCALLY
RECRUITED STAFF*

1. The purpose of the present circular is to advise staff members of the new format of salary scales applicable to locally recruited staff, effective 1 April 1994.
2. The decision to revise the format of salary scales derives from the approval by the General Assembly, in section I, paragraph 1, of its resolution 48/225 of 23 December 1993, whereby the pensionable remuneration of staff in the General Service and related categories is to be determined by application of the income replacement approach. This revised methodology is described in detail in information circular ST/IC/1994/15 and in the letter dated January 1994 from the Secretary of the United Nations Joint Staff Pension Fund (UNJSPF). It was also decided that non-pensionable elements, if any, should be reflected as a separate amount in the scale. Consequential to the revised methodology, a new format of salary scales applicable to staff in the General Service and related categories has been developed. Sample scales are contained in the annexes to the present circular.
3. The new salary scale format will contain five lines for each grade level and step with each line described below:
 - (a) Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis on which salary is reported for staff members whose United Nations emoluments are subject to income taxation by certain Member States;

* Personnel Manual index No. 3126.

(b) Gross pensionable salary has been derived through application of staff assessment to net pensionable salaries in accordance with the methodology contained in article 54 of the Pension Fund Regulations. Gross pensionable salary is the basis for Pension Fund contributions under article 25 of the UNJSPF Regulations and for determining Pension Fund benefits;

(c) Total net remuneration is the sum of the non-pensionable component and the net pensionable salary;

(d) Net pensionable salary is that part of net salary to which staff assessment has been applied for determination of the gross pensionable salary. The net pensionable salary is based upon the net salary less the non-pensionable component;

(e) The non-pensionable component is a part of net salary that is excluded from the determination of gross pensionable salary.

4. The new format of salary scales is being introduced with revisions to salary scales effective on or after 1 April 1994. With regard to those duty stations where no revisions in local salary scales take place after 1 April 1994, salary scales in the revised format will be issued as from 1 July 1995.

Annex I

SAMPLE SALARY SCALE
[Duty station, country]

General Service category: annual salaries and allowances
(in [name of currency]) a/
Effective 1 April 1994

Level	I	II	III	IV	V	S	T	E	P	S	X	XI	XII	XIII	XIV b/
1	(Gross) (Total net) (Net pens.) (NPC)	48020 37444 40817 30613 10204	49925 38872 44055 31827 10609	51829 38872 44055 31827 11014	53734 40301 45674 34256 11419	55444 43158 48912 36684 12228	57544 43158 48912 36684 12228	59448 44586 50531 37898 12639	61353 46015 52150 39113 13038	63258 47443 53769 40327 13442	65162 48872 55388 41541 13847	67067 50300 57007 42755 14232	68972 51729 58626 43970 14657	70876 53157 60245 45184 15061	72781 54586 61864 46398 15466
2	60008 45008 51007 38255 12752	62391 46793 53032 39774 13258	64773 48580 55057 41293 13784	67155 50386 57082 42812 14271	69538 52153 59107 44330 14777	71920 55727 63157 45849 15283	74302 57514 65182 47368 15789	76685 59300 67207 50405 16296	79067 62874 71257 53443 17814	81449 64661 73282 56480 18321	83832 66447 75307 59492 18827	86214 68234 77332 62497 19333	88596 70020 79369 65504 19839	90979 71806 81716 68511 20345	93362 73592 84501 71518 20851
3	75031 58273 63776 47832 15944	78009 59573 66308 49731 16577	80988 60741 68040 51630 17210	83967 62975 71372 53529 17843	86946 65209 73904 55428 18476	89925 67444 76068 57327 19109	92904 69678 78692 59226 19742	95883 71912 81500 61125 20375	98862 74146 84032 63024 21008	101841 76380 86564 64923 21641	104820 78614 88806 66822 22274	107800 80848 91028 68721 22907	110779 83082 93268 70620 23540	113758 85316 95508 72519 24173	116737 87550 97750 74418 24806
4	94689 70822 80378 60284 20085	96579 73736 83568 62676 20882	102470 76551 86758 65069 21680	106360 79366 89948 67461 22467	110250 82181 93138 69854 23285	114140 84995 96118 72246 24082	118030 87810 98518 74639 24890	121921 90625 102708 77031 25677	125811 93439 105898 79424 26475	129701 96254 109068 81816 27272	133591 99069 112278 84209 28070	137482 101884 115468 86601 28867	141372 104698 118658 88994 29665	145262 107513 121848 91386 30462	149152 110528 125038 93778 31259
5	120185 89369 101285 75984 25321	125095 92921 105311 78983 26328	130005 96474 109337 82003 27334	134915 100026 113363 85022 28341	139824 103579 117389 88042 29347	144734 107131 125441 91061 30354	149644 110683 129467 94081 31360	154554 114236 133493 97100 32367	159463 117788 137519 100120 33373	164373 121340 141545 103139 34380	169283 124893 145571 106159 35386	174193 128445 149597 109178 36393	179102 131997 153623 112198 37399	184058 135550 157649 115217 38406	189068 139655 161726 118246 39413
6	153570 113524 128660 96495 32165	159793 118026 133763 100322 33441	166016 122529 138866 104150 34717	172239 127031 143969 107977 35992	178462 131534 149072 111804 37268	184748 136037 154175 115631 38544	191126 140650 159278 119459 39872	197505 145318 164381 123286 41095	203884 149985 169484 127113 42371	210263 154652 174587 130940 43647	216641 159320 179690 134768 44923	223020 163987 184793 138595 46198	229399 168655 189896 142422 47474	235778 173322 194999 146249 48750	242157 178007 200002 149976 49926
7	196223 144379 163355 122516 40639	204336 150316 169846 127385 42462	212450 156253 176337 132253 44084	220564 162190 182828 137121 45707	228677 168127 189319 141969 47330	236791 174064 195810 146858 48953	244905 180001 202301 151726 50575	253019 185937 208792 156594 52198	261133 191874 215283 161462 53821	269246 197811 221774 166331 55444	277359 203748 228265 171199 57066	285472 209685 234756 176067 58689	293585 215622 241247 180935 60312	301698 221559 247738 185804 61935	309811 227496 253229 190707 63558

Annex I (Contd.)

Extended General Service

	I	II	III	IV	V	T	E	P	S	IX	X	XI	XII	XIII	XIV b/
8															
(Gross)	235274	244910	254546	264183	273825	283564	293342	303100	312858	322616	332375	342133	351891	361649	
(Gross pens.)	172953	180004	187055	194106	201157	208208	215259	222310	229361	236412	243462	250513	257564	264615	
(Total net)	194596	202305	210014	217723	225432	233141	240850	248559	256268	263977	271686	279395	287104	294813	
(Net pens.)	145947	151729	157511	163292	169074	174856	180638	186419	192201	197983	203765	209546	215328	221110	
(NPC)	48649	50576	52504	54431	56358	58285	60213	62140	64067	65994	67922	69849	71776	73703	
9															
	271689	282689	294109	305329	316549	327770	338990	350210	361430	372650	383870	395090	406310	417530	
	199598	207706	215813	223920	232028	240135	248242	256350	264457	272564	280671	288778	296885	304992	
	223728	232592	241456	250320	259184	268048	276912	285776	294640	303504	312368	321232	330096	338960	
	167796	174444	181092	187740	194388	201036	207684	214332	220980	227628	234276	240924	247572	254220	
	55832	58148	60364	62580	64796	67012	69228	71444	73660	75876	78092	80308	82524	84740	

ALLOWANCES:

Secondary Dependant's allowance

Note: The scale is based on a common work week of 37.5 hours.

a/ Staff assessment is calculated on the basis of the 36-month average exchange rate of 45.55 [unit of currency] to US\$ 1.00.
The official United Nations exchange rate for a given month will continue to be used for operational and Pension Fund purposes.

b/ Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pens.: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries.
Gross pensionable is the basis for determining Pension Fund contributions under article 25 of UNJSPF Regulations and for determining Pension benefits.

Net pens.: Net pensionable is that part of net salary which is used to derive to the gross pensionable salary.
Net pensionable salary is the total net salary less the non-pensionable component, i.e. 75 per cent of total net for GS 1 - 7 and 75 per cent of total net for EGS 8 and 9.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in the determination of the gross pensionable salary.
The non-pensionable component has been established at 25 per cent for GS 1 - 7 and 25 per cent for EGS 8 and 9 of net salary.

Representative posts in the General Service category

The posts listed below are considered representative of the jobs at each grade level. The list includes jobs used for comparison purposes during the local salary survey. They are based on the job classification standards approved by the International Civil Service Commission for use by the organizations of the United Nations common system. This list does not necessarily include all jobs at the duty station.

<u>Level</u>	<u>Type of post</u>
1	Messenger
2	Driver
3	Senior Driver Clerk Typist
4	Secretary Administrative Clerk Finance Clerk
5	Senior Secretary Senior Administrative Clerk Senior Finance Clerk
6	Secretary to Head of Office Administrative Assistant Finance Assistant
7	Senior Administrative Assistant Senior Finance Assistant

Annex II

SAMPLE SALARY SCALE [Duty station, country]

National Officer category: annual salaries and allowances
(in [name of currency]) a/
Effective 1 April 1994

Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV b/
NO-A (Gross pens.) (Total net) (Net pens.) (N/P)	235274 172953 194596 145947 48649	244910 180004 202305 151729 50576	254546 187055 210014 157511 52504	264183 194106 217723 163262 54431	273825 201157 225432 169074 56358	283564 208208 233141 174856 58285	293342 215259 240850 180638 60213	303100 222310 248559 186419 62140	312858 229361 256268 192201 64067	322616 236412 263977 197963 65994	332375 243462 271686 203765 67922	342133 250513 279395 209546 69849	351891 257564 287104 215328 71776	361649 264615 294813 221110 73703
NO-B	271689 199596 223726 167796 55932	282889 207706 232592 174444 58148	294109 215613 241456 181082 60364	305329 223920 250320 187740 62580	316549 232028 259184 194388 64796	327770 240135 268048 201036 67012	338930 248242 276912 207684 69228	350210 256350 284640 214332 71444	361430 264457 294640 220980 73660	372756 272564 303504 227628 75876	384121 280813 312368 234276 78082	395485 289123 321232 240824 80308	406849 297433 330096 247572 82524	418213 305743 338960 254220 84740
NO-C	314123 230274 257267 192950 64317	327028 239599 267462 200597 66866	339833 248924 277657 208243 69414	352638 258248 287852 215889 71963	365760 267573 298047 223535 74512	378831 276945 308242 231182 77061	391901 286503 318437 238828 79609	404972 296060 328632 246474 82159	418042 305618 338827 254120 84707	431113 315176 348022 261767 87256	444183 324734 358217 269413 89804	457254 334292 368412 277059 92353	470324 343849 379607 284705 94902	483395 353407 389802 292352 97451
NO-D	362929 265540 295824 221868 73956	377955 276304 307559 230669 76890	393000 287308 319294 239471 79824	408045 298308 331029 248272 82757	423090 309309 342764 257073 85691	438135 320311 354499 265874 88625	453179 331312 366234 274676 91559	468224 342314 377969 283477 94492	483269 353315 389704 292278 97426	498314 364317 401439 301079 100360	513359 375319 413174 309881 103294	528404 386320 424909 318682 106227	543449 397322 436644 327483 109161	558496 408323 448379 336284 112095
NO-E	380328 278040 309410 232058 77353	396056 289541 321678 241259 80420	411785 301042 333948 250460 83487	427513 312544 348214 259661 86554	443241 324045 358482 268962 89621	458969 335546 370750 278063 92688	474687 347047 383018 287264 95755	490428 358549 395286 296465 98822	506154 370050 407554 305666 101869	521882 381551 419822 314867 104956	537610 393052 432090 324068 108023	553426 404554 444358 333269 111090	569291 416099 456626 342470 114157	585291 427746 468894 351671 117224

a/ Staff assessment is calculated on the basis of the 36-month average exchange rate of 45.55 [unit of currency] to US\$ 1.00.
The official United Nations exchange rate for a given month will continue to be used for operational and Pension Fund purposes.

b/ Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

- (a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- (b) The staff member's service should have been satisfactory.

Annex II (Contd.)

- Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.
- Gross pens.: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries.
Gross pensionable is the basis for determining Pension Fund contributions under article 25 of UNJSPF Regulations and for determining Pension benefits.
- Net pens.: Net pensionable is that part of net salary which is used to derive to the gross pensionable salary.
Net pensionable salary is total net salary less the non-pensionable component, i.e. 75 per cent.
- NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in the determination of the gross pensionable salary.
The non-pensionable component has been established at 25 per cent of net salary.

For further information please refer to circular ST/IC/1994/15.

Representative posts in the National Officer category

The posts listed below are considered representative of the jobs at each grade level. This list does not necessarily include all jobs at the duty station.

<u>Level</u>	<u>Type of post</u>
A	Assistant Administrative Officer Assistant Programme Officer
B	Associate Administrative Officer Associate Programme Officer
C	Administrative Officer Programme Officer
D	Senior Administrative Officer Senior Programme Officer
E	Project Officer



Secretariat

ST/IC/1994/18
18 April 1994

INFORMATION CIRCULAR

To: Members of delegations and staff

From: Director, Office of General Services

SUBJECT: FIRST DAY OF ISSUE: "PROTECTION FOR REFUGEES"
STAMPS AND DEFINITIVE STAMPS

COMMEMORATIVE STAMPS

1. On Friday, 29 April 1994, the United Nations Postal Administration (UNPA) will issue a set of three commemorative stamps on the theme "Protection for Refugees" to commemorate the work of the Office of the United Nations High Commissioner for Refugees (UNHCR). The stamps, illustrated below, were designed by Françoise Peyroux (France) of the Public Information Service of UNHCR. The stamps measure 25 mm x 35 mm, perforation to perforation (perforation: 14.4 x 14.85). They were printed in lithography by Leigh-Mardon Pty. Limited, Australia. The horizontal sheets each contain 50 stamps.



Denomination: 50 cents
Quantity: 600,000

F.s. 1,20
550,000

S 12
650,000

(United States equivalents - F.s. 1,20: 92 cent= and S 12: \$1.13 - subject to exchange rate fluctuation.)

NEW DEFINITIVE STAMPS

2. Six new definitive stamps will also be issued on 29 April 1994. The stamps, in denominations of 10 cents, 19 cents, \$1.00, 50 groschen, S 4 and S 30, shown below, will be issued to meet current and make-up postage rates and are printed in sheets of 50 stamps.



(a) The design of the 10 cent stamp is based on a mosaic reproduction of the "Dove of Peace", which was presented to the United Nations by Pope John Paul II.



(b) The 19 cent stamp is a detail of a stained glass depicting a "Sleeping Child", created after a drawing by the Polish painter, Stanislaw Wyspianski.



(c) The \$1.00 stamp reproducer "Mourning Owl" by Vanessa Isitt (Canada).



(d) The 50g stamp is an adaptation of the design by Masatoshi Hioki (Japan) that was used for both the 1978 F.s. 0,35 definitive and the 1979 50g definitive stamps.



(e) The design of the F.s. 0,05 definitive stamp issued in March 1986 has been adapted for the S 4 stamp. Ramon Alcantara Rodriguez (Mexico) is the designer.



(f) The 15 cent definitive stamp issued in January 1979, which was designed by Eliezer Weishoff (Israel), has been adapted for the 1994 S 30 definitive.

(United States equivalents - 50g: 4 cents; S 4: 37 cents; and S 30: \$2.82 - subject to exchange rate fluctuation.)

3. Please note that when the new \$1.00, 50g and S 4 definitive stamps are placed on sale on 29 April, that will be the last day of sale of the 1978 \$1.00 and the 1979 50g and S 4 definitive stamps.

<u>Denominations</u>	<u>Initial printing quantities</u>	<u>Sizes</u>
10 cents	1,000,000	35.8 mm x 26 mm
19 cents	1,000,000	26 mm x 35.8 mm
\$1.00	1,000,000	24.13 mm x 36.57 mm
50g	1,450,000	26 mm x 35.8 mm
S 4	1,150,000	26 mm x 35.8 mm
S 30	560,000	26 mm x 35.8 mm

4. Perforation size of all stamps in this issue is 13.

5. The \$1.00 stamp has been printed in offset by Norges Banks Seddeltrykkeri (Norway). The five remaining definitive stamps have been printed in lithography by Cartor S.A. (France).

6. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachet ONLY.

7. Members of delegations and the staff may obtain the new stamps and first day cancellations on Friday, 29 April, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly building: 9 a.m. to 5.30 p.m.;

(b) Counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

8. Staff members are encouraged to use United Nations stamps on their personal mail. By doing so, these miniature messengers of peace can educate unseen thousands of people to the activities and goals of the United Nations.



Secretariat

ST/IC/1994/19
18 April 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: 1994 COMPETITIVE EXAMINATION FOR SPANISH
TRANSLATORS/PRÉCIS-WRITERS

1. A competitive examination for the recruitment of Spanish translators/précis-writers will be held on 27 and 28 July 1994 in New York, Geneva, Vienna, Madrid, Santiago and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for Spanish translators/précis-writers will be filled.

2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements. Staff members from subsidiary organs of the United Nations, as well as staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions, are considered outside candidates for the purpose of this examination. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful in this examination and are selected for inclusion in the roster will normally be assigned to fill vacancies as they occur in the Spanish Service, Translation and Editorial Division, Office of Conference Services of the United Nations Secretariat in New York. Assignments are subject to rotation and translators/précis-writers will thereafter be called upon to serve at other duty stations in Africa, Europe or Latin America according to the needs of the Organization. Translators/précis-writers are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 and 11 below.

3. Staff members of the Secretariat applying for the examination must:

(a) Have Spanish as their main language; 1/

(b) Have a perfect command of Spanish and an excellent knowledge of English. They must also have an excellent knowledge of one or more of the following languages: Arabic, Chinese, French or Russian. Knowledge of additional languages and previous translation experience would be considered an asset. The Board of Examiners, appointed by the Director of Personnel, Office of Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Spanish is the principal language of instruction. The Board of Examiners may, at its discretion, admit a candidate who has graduated from a university at which the principal language of instruction is not Spanish, provided he/she has adequate secondary educational qualifications from an establishment at which the principal language of instruction is Spanish.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Spanish, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination will consist of four papers:

- I. Translation into Spanish of a general text in English (three hours);
- II. Summary in Spanish of a speech in English (two hours);
- III. Translation into Spanish of TWO English texts to be chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (three hours);
- IV. Translation into Spanish of TWO texts to be chosen by the candidate from a total of eight texts: one general and one specialized text in Arabic, Chinese, French and Russian (two hours).

7. The use of a dictionary or any other reference material is NOT permitted during the examination.

8. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the written component of the examination. The interview will consist in part of an oral translation, which the candidate will be asked to do after 30 minutes' preparation. In addition, the Board will interview each candidate to assess general culture, professional experience, knowledge of the United Nations and current international issues, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview SHOULD NOT assume that they will be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Director of Personnel the names of candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

10. Staff members selected to fill vacancies will be assigned as Spanish translators/précis-writers for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

11. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their translation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

12. Spanish translators/précis-writers are called upon to translate into Spanish mainly from English and also from the other official languages of the United Nations (Arabic, Chinese, French and Russian). They are also required to attend meetings of United Nations bodies and draft Spanish summary records of the proceedings. These précis-writing duties may represent a substantial and important part of the work of Spanish translators/précis-writers.

13. Upon completion of a training period, translators/précis-writers may be required to work on computer translation work stations.

14. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 31 May 1994, to:

Competitive Examination for Spanish Translators/Précis-writers
Recruitment and Placement Division
Room S-2535E
United Nations Secretariat
New York, N.Y. 10017

15. Staff members at Headquarters may obtain copies of model examination papers from the Examinations and Tests Section, room S-2575.

16. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications to the Recruitment and Placement Division through the chief administrative officer, director of administration or director of the United Nations information centre of their respective duty stations before 31 May 1994, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1994 COMPETITIVE EXAMINATION FOR SPANISH TRANSLATORS/PRÉCIS-WRITERS 1/

INDEX NO. 2/

LAST NAME

Category / Level /

FIRST NAME

Sex: Male / Female /

Date of entry on duty: Month /

Year 19 /

Type of contract:

Expiration date:

Department/Office 3/

Duty station:

Room No. Extension

Have you taken this examination before? Yes / in 19 / No /

Have you taken another United Nations competitive examination? Yes / in 19 / No /

If yes, which examination(s)

What is your main language? 4/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)	Courses taken at other institutions (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year month/year	Certificate or equivalent 6/	Main field of study

E. Please describe your translation experience, if any:

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1994/19 and I understand that, if I am successful in the competitive examination for Spanish translators/précis-writers and recommended for inclusion in the roster, my assignment as a Spanish translator/précis-writer will be subject to my acceptance of the conditions of service indicated in paragraphs 10 and 11 of that circular.

Date: _____

Signature: _____

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which Spanish is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications which are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

2/ Appears normally on your monthly salary statement and Personnel Action (P-5) forms. If not, please contact your Personnel Officer to obtain your number.

3/ Please indicate Department/Office, e.g., DDSMS, DESIPA, DPCSD, OGS, OCS, ECE, UNCTAD, UNOG, UNOV, or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to translate. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1994/19.

6/ Give exact name and title in original language. Do not translate or equate.



Secretariat

ST/IC/1994/20
18 April 1994

INFORMATION CIRCULAR

To: Members of the Staff

From: The Director of Personnel

Subject: 1994 COMPETITIVE EXAMINATION FOR SPANISH INTERPRETERS

1. A competitive examination for Spanish interpreters will be held in July 1994 in New York, Geneva, Vienna, Madrid, Santiago and other locations according to the number and location of qualified candidates convoked for the examination and the availability of necessary technical equipment. The purpose of this examination is to establish a roster from which present and future vacancies for Spanish interpreters will be filled.
2. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered outside candidates for the purpose of this examination. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies as they occur in the Spanish Interpretation Section, Interpretation, Meetings and Documentation Division, Office of Conference Services of the United Nations Secretariat in New York. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations in Africa, Asia and Europe according to the needs of the Organization. Interpreters are expected to serve a MINIMUM OF FIVE YEARS in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 9 and 10 below.
3. Staff members of the Secretariat applying for the examination must:
 - (a) Have Spanish as their main language; 1/

(b) Have a perfect command of Spanish and an excellent knowledge of English and French. The Board of Examiners, appointed by the Director of Personnel, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should either attach to their application a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which Spanish is the language of instruction and have 200 days of experience as conference interpreters or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields OR hold a university degree from a recognized school of interpretation.

4. The requirement for a university degree or its equivalent from a university or institution of equivalent status may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Spanish, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The examination will consist of two parts:

(a) Interpretation into Spanish from recordings of four speeches delivered in English (approximately 5 to 10 minutes per recording);

(b) Interpretation into Spanish from recordings of four speeches delivered in French (approximately 5 to 10 minutes per recording).

7. On the basis of the results of the examination, the Board of Examiners will invite selected candidates to an interview, which will normally take place 10 to 12 weeks after the examination. The Board will interview the selected candidates to assess general culture, professional experience, knowledge of the United Nations, personality, willingness to serve at any duty station and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview should NOT assume that they will be offered an assignment.

8. On the basis of the overall results of the examination, the Board will recommend to the Director of Personnel the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be

informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board DOES NOT release individual results.

9. Staff members selected to fill vacancies will be assigned as Spanish interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

10. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Conference Services and the Office of Human Resources Management will be promoted to the P-3 level. To be promoted to the P-3 level staff members must have completed the trial period to the complete satisfaction of the Interpretation Service. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

11. Staff members applying for the examination should complete the attached form and submit it, NOT LATER THAN 31 May 1994, to:

Competitive Examination for Spanish Interpreters
Recruitment and Placement Division
Room S-2535G
United Nations Secretariat
New York, N.Y. 10017

12. Staff members from offices away from Headquarters should submit their applications directly to the Recruitment and Placement Division through the chief administrative officer, director of administration, or director of the United Nations information centre of their respective duty stations before 31 May 1994, the deadline for receipt of applications in the Recruitment and Placement Division.

Notes

1/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1994 COMPETITIVE EXAMINATION FOR SPANISH INTERPRETERS 1/

INDEX NO. 2/

LAST NAME

Category / / Level / /

FIRST NAME

Sex: Male / Female /

Date of entry on duty: Month / /

Year 19 / /

Type of contract:

Expiration date:

Department/Office 3/

Duty station:

Room No. Extension

Have you taken this examination before?

Yes / in 19 / / No /

Have you taken another United Nations competitive examination?

Yes / in 19 / / No /

If yes, which examination(s)

What is your main language? 4/

A. Knowledge of other languages 5/

Language(s)	United Nations language programme (Indicate highest level and date)		Courses taken at other institutions (name and location)	

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

C. University degree or equivalent or post-secondary educational qualifications 6/

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Degree 6/ or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Certificate or equivalent 6/	Main field of study

E. Describe work experience (giving dates and length of time) in conference interpretation or related fields, if any.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/1994/20 and I understand that, if I am successful in the competitive examination for Spanish interpreters and recommended for inclusion in the roster, my assignment as a Spanish interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 9 and 10 of that circular.

Date: _____ Signature: _____

/...

Notes

1/ Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications from establishments at which Spanish is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS in the Recruitment and Placement Division. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications without delay.

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3/ Please indicate Department/Office, e.g., DDSMS, DESIPA, DPCSD, OGS, OCS, ECE, UNCTAD, UNOG, UNOV or other (specify).

4/ "Main language" should be understood to be the language into which the candidate is best able to interpret. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

5/ Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1994/20.

6/ Give exact name and title in original language. Do not translate or equate.



Secretariat

ST/IC/1994/21
21 April 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: MEMBERSHIP OF THE NEW YORK GENERAL SERVICE
CLASSIFICATION APPEALS AND REVIEW COMMITTEE*

1. The purpose of the present circular is to inform the staff that the Secretary-General has approved the following membership of the New York General Service Classification Appeals and Review Committee, with effect from 1 April 1994:

Chairperson: Ms. Barbara Blenman

Members representing
the administration:

Mr. Fernando Cabrera-Salinas
Ms. Donna Chiurazzi-Del Gaudio
Ms. Stephani Scheer
Ms. Patricia Vingo

Members representing
the staff:

Ms. Gail Bindley-Taylor-Sainte
Mr. Carl Gray
Ms. Barbara Sue-Ting-Len
Ms. Diane Weiss

2. Ms. Deirdre Pardal has been designated Secretary of the Committee.

3. The terms of reference of the Committee are set out in the annex to administrative instruction ST/AI/358 dated 31 July 1989 and in administrative instruction ST/AI/358/Amend.1 dated 21 April 1994.

4. The present circular supersedes information circular ST/IC/89/77 of 29 December 1989.

* Personnel Manual index No. 2125.

